
Cultural Services Facility Clerk – Anvil Centre

DEPARTMENT:	Community Services	STATUS:	Regular Full-Time
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours per week	SALARY:	\$28.37 to \$33.24 per hour (2024 rates), plus comprehensive benefits

As a central hub in the Metro Vancouver area, the City of New Westminister delivers a broad spectrum of urban services to over 85,000 residents. New Westminister is rich in history with a viable and thriving economy and has a population representative of the diversity of the region. The City is staffed by talented and dedicated employees who work together to achieve its strategic vision. We have earned a proud reputation for civic leadership, service delivery, and outstanding employee relations.

New Westminister Cultural Services is seeking a highly motivated and skilled Facility Clerk to support the City's Cultural Services division. Cultural Services includes museum, gallery, archival, theatre and arts services functions operating from Anvil Centre, as well as locations throughout the City including Irving House and the Samson V Maritime Museum.

The Facility Clerk supports a fast-paced team serving the growing and diversified community of the City of New Westminister. Work at this level requires independent judgment and initiative within defined guidelines. The Cultural Facility Clerk is responsible for:

- Performing moderately complex and diversified clerical support work in various capacities.
- Overseeing timekeeping and payroll, and maintaining accurate records.
- Providing service to the public in program registration, facility bookings and archival reproductions.
- Ordering office supplies orders, monthly statistics, daily cash balancing, bank deposits, and other various administrative duties.
- Assisting the public with inquiries and complaints in a professional manner and with diplomacy.
- Receives, books and processes all cultural school programs and museum tours Training and assisting junior staff when required.
- Receipt and payment of invoices through City financial systems.
- Facility maintenance, security and public operation support
- Develops, and upon approval, implements new or improved office methods and procedures to increase efficiency and accommodate departmental requirements; including the creation and rollout of associated procedure/process manuals.
- Provide assistance to the Recreation Leader Attendant, Curator, Archivist and/or Program Coordinator as required, including social media support to cultural services and Anvil Centre staff.
- Other related duties as required may be assigned.

We're looking for an independent thinker who can take initiative within defined guidelines. Our ideal candidate is an excellent communicator with a focus on a customer service approach with internal and external clients. They have good knowledge of computer applications and keyboarding skills.

They will also have:

- You have a minimum of Grade 12, supplemented by courses related to office administration (preferably taken as part of a certificate or diploma program) plus sound related experience; or an equivalent combination of training and experience.
- You have sound knowledge of the operations and activities of cultural facilities including museums, art centres, art galleries, theatres and archives.
- Sound knowledge of elementary accounting practices and procedures.
- Sound knowledge of business English, spelling, arithmetic and punctuation.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts.
- Ability deal effectively with the public, staff and officials in supplying information and assistance related to operations and the Anvil Centre.
- Ability to prepare and maintain a variety of records, files and other material related to the work using a computer terminal and/or manually.
- Ability to exercise initiative and make decisions in accordance with applicable rules, regulations and policies.
- Ability to communicate effectively in writing and orally.
- Ability to exercise initiative and make decisions in accordance with applicable rules, regulations and policies.
- Ability to perform duties with minimal supervision.
- You have intermediate skills in Microsoft Office and POS systems.
- You are familiar with a facility and program booking system such as Xplor, Council agenda management system such as Escribe, and a time management system such as Kronos.
- You must be able to successfully pass and maintain a clear Police Information Check.

We offer our employees great work-life balance, competitive salaries, comprehensive health, benefit and retirement plans (a percentage in lieu of benefits for auxiliary positions), education and training opportunities and challenging and rewarding work.

Please apply with your cover letter and resume in one document. Join a team of enthusiastic and innovative employees, and help us build a vibrant, compassionate, resilient city where everyone can thrive.

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment by November 25, 2025.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.

We are learning and building relationships with the people whose lands we are on.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted.

This position is only open to those legally entitled to work in Canada.